



CFP Template Training Program

Growth Management Services – Local Government Division

Providing jurisdictions with a tool to develop exceptional CFP documents



Program Overview

The Capital Facilities Planning (CFP) Template is a series of tools for local jurisdictions to use in developing capital facilities plans. Developed in Microsoft Excel, the Template is a series of worksheets. It is designed to guide CFP development from conceptual projects through the rating and ranking of the projects across programs to evaluating these capital projects in the context of the comprehensive plan. Built in the program is a formatted CFP document ready to be filled in with jurisdiction-specific information. In addition, there are tools to assist in presenting CFP information to planning commissions and elected officials, as well as a number of project management tools that can be used during project scoping and construction.

The key purpose of the CFP Template is to provide a tool for cities and counties to improve and streamline capital facilities planning. Some or all of the worksheets can be used to develop a capital facilities plan.

Outreach Plan

The outreach plan will include providing presentations and information to various participants in CFP development. This includes: planners, clerks, public works staff, finance officers, and elected officials. Special efforts will be made to encourage the target audience to attend outreach efforts.

Training Plan

The training plan for the CFP Template will initially focus on small jurisdictions; those cities with a population of less than 5,000 and counties less than 50,000 that have not updated their capital facilities plan in the last five years and are willing to use the Template for the next update cycle. Training will be provided in three locations across the state with a goal of training the target audience within the next four years. The training will focus on capital facilities planning and hands-on experience with the computer application.

Other support for the Template will include a Web page with guidance, fact sheets, important Web links, technical support, contact information, and follow-up trainings. In addition, one-on-one training may be provided if needed.

For More Information

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Evaluation

CTED will engage in on-going evaluation of the Template to ensure its usability and the effectiveness of the training, outreach, and support. A number of tools and methods will be used to evaluate the Template and support. CTED's goal for the Template is to enable local jurisdictions to develop exceptional capital facilities plans.

